**Proposal Application**

## Attachment A Cover Sheet

| | |
|---|---|
| Legal name of the organization (or individual) submitting this application:<br>Sister Jose Women's Center | |
| Legal Status of applicant (e.g., non-profit corporation, government entity):<br>Non-profit 501(c )(3) | |
| Address of Organization:<br>1050 S. Park Ave., Tucson, AZ 85719 | |
| Name and Title of contact person for this application:<br>Jean Fedigan, Executive Director | |
| Telephone number:<br>520-954-3373 | Fax number:<br>NA |
| E-mail address:<br>execdirector@sisterjose.org | |

Indicate the amount of FEMA EFSP Phase 37 funds you are requesting for each service category. Phase 37 funding will be limited to the following categories. Total your requests at the bottom.
ROUND REQUESTS TO THE NEAREST DOLLAR; REQUEST ONLY WHOLE DOLLAR AMOUNTS.

| | |
|---|---|
| Served Meals/Mass Feeding | $18,400 |
| Other Food | $ |
| Mass Shelter | $57,025 |
| Other Shelter | $ |
| Rent/Mortgage Assistance* | $ |
| Utility Assistance* | $ |
| **Total Requested** | **$75,425** |

* PLEASE NOTE: ALL LOCAL PROVIDERS FOR EMERGENCY RENT/MORTGAGE AND UTILITY ASSISTANCE MUST UTILIZE PIMA COUNTY'S EMERGENCY SERVICES NETWORK (ESN) TO ENSURE NO DUPLICATION OF ASSISTANCE OCCURS.

To the best of my knowledge and belief, all of the information in this application is true and correct. The document has been authorized by the governing body of the applicant and the applicant will comply with the attached assurances if funding is awarded.

| | |
|---|---|
| Typed name of Authorized Signature: | |
| Jean Fedigan | |
| Authorized Signature: | Date signed: |
| Jean Fedigan | 6/2/2020 |

# Attachment B Application Form

I. **Error! Bookmark not defined.**FEMA EFSP FUNDING HISTORY

| **Phase 37 Request** | **$75,425** |
|---|---|
| Phase 36 Received | $15,000 |
| Phase 35 Received | $ 0 |

Note: FEMA funds are intended to be used to supplement or expand existing programs and services.

Describe how the organization intends to use these funds. Will the money requested in this proposal be used to support a service or program that was supported by FEMA funds in the past? If yes, describe below how services have been or will be expanded or supplemented.

Phase 37 funding will be used to support the meals (breakfast and dinner) and overnight shelter provided to homeless women from Jan 1, 2020 to June 30, 2020. During that time, 9200 meals will be served, and 4562 mass shelter spaces will be filled. In Phase 36, SJWC was funded for meals; this was our first year requesting assistance from FEMA. This year, we are requesting support of mass meals and shelter. Lunch sacks provided by Caridad Community Kitchen are not included in this count or proposal.

II. ORGANIZATION ELIGIBILITY CRITERIA

**1. Identify the status of the agency**. (Select one)

| | |
|---|---|
| | Government Agency (public entity) |
| X | Private Nonprofit (501(c)(3) or 501(c)(4)<br>If your agency has not previously received FEMA funds, attach the Federal tax exempt letter to your submission. |

**2. Is the agency considered in good standing by the Arizona Corporation Commission?**

| Y | N |
|---|---|
| X | |

**3. A. Accounting System:** Describe the accounting system used by the organization to track grant-funded expenditures and revenues.

**Excel Spreadsheet**

**B. Audit:** Does the organization conduct an independent annual audit? (Check one)

| | |
|---|---|
| X | **Yes**. Indicate below the CPA firm that conducted the organization's most recent financial audit and the time period covered by the audit.<br>• If the agency has not received FEMA funding in the last 5 years, attach a copy of the organization's most recent audit to your submission. |

**Accountant's Compilation Report and Consolidated Financial Statements – Regier Carr & Monroe, LLP,CPAs**

| | |
|---|---|
| | **No**. The organization does not conduct an independent annual audit.<br>• Please attach FY2019-20 internal agency budget and year-to-date financial statements to your submission. |

**4. Federal Employer Identification Number** (FEIN) 46-1290517

**5. How does your facility assure accessibility for people with physical disabilities**? SJWC follows ADA guidelines for facility access

## III. ORGANIZATION TARGET POPULATION

Please indicate the three primary target client populations served by your agency in the list below. Type "1," "2," and "3" to identify the top three client populations. If your agency targets no specific population, please select the "NT" code.

| | | | | | |
|---|---|---|---|---|---|
| | People with substance use disorder | | Native Americans | | Unaccompanied minors |
| | Domestic violence victims | | People with AIDS/HIV | | Veterans |
| 3 | Elderly | | Racial/Ethnic Minorities | | NT (no target population) |
| | Families with children | | Single men | | Other targeted populations (specify below): |
| 2 | Mentally disabled | 1 | Single women | | |

## IV. NARRATIVE

Please answer the following questions. Limit answers to the space provided.

1. Give a brief explanation of your organization's ability to coordinate service delivery with other human service providers. Specifically identify the networks, coalitions and collaborative arrangements that your agency maintains.

Sister Jose Women's Center (SJWC) offers itself as a hub for homeless service providers to reach out to women experiencing homelessness in the Tucson area. It collaborates with complementary agencies that offer core services, including housing, DES, behavioral and medical health assistance, and employment. Free office space is provided to any agency that becomes a scheduled partner in our daytime program. In 2019, agencies included Blake Easterseals, Old Pueblo Community Services (OPCS), PPEP Integrated Care, El Rio Health, Amerigroup, Pima County Library, Pima Animal Care Center (PACC), La Frontera, and Catholic Community Services (CCS).
SJWC administrators provide case management to women and guide women seeking employment to an appropriate employment service, such as, DK Associates, Sullivan-Jackson Employment Center, and AZ@Work. Women who are actively engaged with employment services are a priority in the overnight program; SJWC recognizes the absolute necessity of stable and safe overnights for women seeking employment.
SJWC enter women into the Homeless Management Information System (HMIS) as part of the TPCH Continuum of Care (CoC). It also participates in the City of Tucson's Dignity in Work program in collaboration with OPCS, CCS, and PACC.
The Southwest Institute for Research on Women (SIROW) has been a longtime collaborative partner. Together we completed an intensive Community Assessment which became a white paper on women and homelessness, developed the CREATE Program which has been a successful empowerment program, and developed instruments for program evaluation.
Caridad Community Kitchen, the Food Bank of S. Arizona, the Midwest Food Bank, and the Community Food Bank Food Resource Program have all been vital support of the meal services provided at SJWC by helping reduce the cost of food prepared for the day and overnight programs.

SJWC has a close relationship with Tucson's faith community, civic organizations, and some locally owned businesses. The generosity of the Tucson community has allowed SJWC to own its property and building debt-free.

2. Describe any changes in the magnitude of the current need and/or funding sources experienced during the past year or expected in the next 12 months (for example, number of requests or types of clients).

The demand for services for women experiencing homelessness and extreme poverty in our community continues to rise. SJWC operates at maximum capacity in its daytime and overnight shelter programs. In 2019, there was a 6% increase in daytime visits resulting in 26,572 visits representing 1326 unduplicated women (this is a 10% increase over 2018.) The overnight shelter was filled to capacity at 12,815 overnights (3% increase). Every night women were turned away, there are simply not enough shelter spaces available to women in our community, and especially for those who wish to be separate from the men who so often represent a daily threat to women. As the streets become more dangerous, more women seek gender-specific services where they can let down their guard and recuperate from the stressors of homelessness. Last week, the police dropped off a woman who had been raped by two men and left at a dumpster – this woman is not going to feel safe at a coed facility where she may encounter the perpetrators or be triggered by a predominantly male presence.
THE SJWC administrative team and BOD are planning for the upcoming fiscal year knowing that business as usual is no longer a safe option. SJWC relies on volunteers to operate all aspects of its programs but only 10% are willing to serve during the pandemic, many have resigned permanently. SJWC is not budgeted to replace vital volunteer labor with paid workers. It has applied for funding to re-purpose space for social distancing, medical isolation, and safety and hopes to start on construction July 2020. When the funding for hotel rooms for homeless persons ends, SJWC expects a huge increase in demand for its day and overnight services. Rising unemployment and business closures will increase the number of evictions, especially when the moratorium on evictions is lifted in July. The short- and long-term effects of COVID-19 on the extremely poor in our area will be profound, as the most vulnerable always suffer the greatest harm.

3. Give a brief explanation of how your service(s) will be addressing a gap in existing services available to the community.

SJWC is the gateway from the streets, alleys, and arroyos for Tucson's most vulnerable women, including women of color, LGBTQ, the elderly, mentally ill, medically disabled, and chronically abused. It fills the gap between street survival and housing stability. Unsheltered homeless women can be categorized by needs; some are temporarily homeless and need short-term assistance, some are the "hidden homeless" who find temporary shelter by couch-surfing, motel stays, living in their cars, etc.; and others are the chronically homeless who experience episodic housing or acclimate completely to unsheltered life and expect nothing more for themselves. SJWC has a deep dedication to the last group, those women who have the least, and it anticipates that this group will need its services more than ever. It will provide for women's survival needs, restore basic human dignity with hot showers, clean clothes, healthy meals, and a compassionate community. The hidden homeless will benefit from SJWC's respite services and will be more likely to complete on-site intakes and enrollment in benefits with trusted staff members with whom a relationship has begun. This environment of belonging and personal safety allows women to relax their guard and make progress. The CREATE Program will offer short workshops, computer assistance for benefit enrollment, and assertive case management for setting simple goals and step-by-step progress towards a more sustainable and less vulnerable life.

Another gap is the reluctance of outside service providers to return to the center to meet in-person with women. Some of our collaborating partners have said that they will serve remotely at least until January 2021. For the homeless, remote services are extremely difficult because they have little access to the internet or technology, keeping appointments are challenging for those who do not keep time by the hour or even the day, and the impersonality of remote contact can trigger paranoia and distrust. SJWC has also found that the experience and dedication of outside case managers sent to do outreach is lacking and piecemeal. Many women we serve come daily so keeping in contact is not as problematic as it is for outside agencies and the relationships built here are more stable. To better serve our clients and increase the likelihood that they will enter the Continuum of Care to become stable and housed, SJWC must hire a program dedicated case manager to move women daily survival to housing stable.

Lastly, there is a huge gap regarding our volunteer pool, most of whom are elderly and medically vulnerable to COVID. Less than 10% reported to the center in May, and only a few more have expressed willingness to return before testing and tracing become standard practice in Arizona. To fill this gap, SJWC must hire 4.2 FTE to monitor the overnight program if it is to operate at all. The extreme need of unsheltered visitors requires that it add a full-time case manager to work with SJWC administrators who perform this function presently. The risks and needs of chronically homeless women who have not been able to access the programs offered during this crisis are far greater and more difficult to assist than previously. The added trauma of COVID has made these women more vulnerable and at-risk. The higher the risk, the greater the needs and challenges.

4. Explain any anticipated funding cuts. Identify the funding source anticipated to be reduced and describe any alternative funding sources sought by the organization to make up for these cutbacks.

The coronavirus pandemic is expected to have a greater negative impact on nonprofits than the Great Recession in 2008 when charitable giving dropped 7% in 2008 and 6.2% in 2009. According to *Marketwatch*, a 7% drop can be fatal for a nonprofit that runs a tight budget and has little cushion. No one knows the extent of economic damage resulting from COVID-19 but with 40 million unemployed and untold business failures in the future, SJWC anticipates that people who usually donate will take a defensive position and wait to see if donating is prudent. Another huge casualty of the pandemic is volunteering. According to *Fidelity Charitable*, "Nearly half (47 percent) of recent volunteers believe the amount of time they volunteer will decrease or stop entirely because of the pandemic. Older volunteers say that their volunteering will decrease (61 percent of Silent Generation and 57 percent of Baby Boomers)" SJWC relies heavily on volunteer hours for operations and leveraging grants with in-kind donations of hours volunteered. Less than 10% of its volunteers feel able to serve at this point with many saying they will never return. It is critical that SJWC be able to hire employees to serve in the capacities once served by its team of 260 volunteers! Social distancing threatens the fund-raising events that excite donors and bring in a reliable cash flow. SJWC has a fall event that typically raises $40,000; that event is uncertain due to COVID-19. SJWC has recently applied for COVID funding through Pima County ZOOM Grants for programs and facilities. It recently was awarded a grant from AZ Complete Health, The Community Foundation of S. AZ, and the Community Foundation (Phoenix). The Arizona State Tax credit continues to be a successful source for private donations.

5. Define the geographical area to be served with requested FEMA funds.

SJWC is located south of Tucson's downtown area. Women come to its center from all areas in the city limits and outside unincorporated areas. It sees women from the nearby reservations, and towns in Southern Arizona, like Sierra Vista and Green Valley. SJWC does not limit its services to any geographic region.

6. Briefly describe the target population for each service for which you are requesting FEMA EFSP funds.

SJWC is a low barrier center for all women experiencing homelessness or extreme poverty. All programs are available to all women. It serves homeless women between the ages of 18 and end-of-life. In the first quarter of 2020:

- 43% were chronically homeless
- 51% had serious mental illness
- 38% had a medical disability and 23% had a physical disability
- 56% were survivors of domestic violence and 20% were fleeing their abuser
- 23% Hispanic, 59% White (including Hispanic), 13% African American/Black, 10% multi-racial, 7% Native American, 25 each for Asian and Pacific Islander
- 13% ages 62 or over

Data is self-reported and may account for lower actual numbers for issues that might be painful or embarrassing. SJWC has found that overtime more is revealed as women come to feel safe and valued.

7. Please discuss how your program collaborates with other homeless assistance providers, including those organizations which are part of the Tucson Pima Collaboration to End Homelessness.

SJWC works together with other agencies through the personal relationships that develop between individuals committed to human services and the dignity of all people. Its stable staff allows it to grow and maintain relationships that last for many years and form an informal collaboration between dedicated professionals and their agencies. As shown in answer #1, SJWC does not duplicate services provided by outside agencies, including those who are part of TPCH. Past practice has been to offer gratis office space to any agency seeking to bring their services to where homeless women already congregate. SJWC works together with behavioral health, housing, employment, and specialty services to ease the process of intake, enrollment, and assessment for eligible programs for women who would be otherwise overwhelmed or unable to complete the process on their own. Administrative staff, acting as case managers, advise and encourage guests to actively engage with outside service agencies and organizations offering women safe guaranteed nights as an incentive for engagement whether it is completing a VI-SPDAT with OPCS, meeting El Rio staff in our library, seeking employment assistance with Easterseals, or using a bus pass to go to Trinity Presbyterian Church for help in signing up for DES.
SJWC practices trauma-informed care using a gentle hand-off from its staff to the appropriate agency which recognizes the deep level of over-lapping traumas and fear experienced by homeless women. SJWC works with the TPCH Continuum of Care, submits guest data into the HMIS system and assess guests for the VI-SPDAT.

| Other Food Category | |
|---|---|
| FEMA funds requested: | $ |
| Indicate the number of rural clients to be served with FEMA request. | |
| Please use the space below to document how your request will be used. Give specifics (e.g., FEMA funds will buy approximately "X" number of food boxes to help "X" number of clients at "X" approximate cost per box). | |
| | |

**Financial Assistance Category**

*Note: All local providers for emergency rent/mortgage and utility assistance must utilize Pima County's Emergency Services Network (ESN) to ensure no duplication of assistance occurs.

| | A | B | C | D |
|---|---|---|---|---|
| Financial Assistance Category | FEMA Funds Requested | Number of Households Served | Average Bill | Number of Rural Households Served |
| Rent/Mortgage | $ | | $ | |
| Utility | $ | | $ | |

GUIDANCE: **Financial Assistance Category**

| | |
|---|---|
| Column A: | Indicate the amount of FEMA funds you are requesting. |
| Column B | Indicate how many households (including rural households) are projected to be served with FEMA EFSP funds. |
| Column C | State the amount of the average bill expected to be paid (Columns A ÷ B = C). |
| Column D | Indicate how many rural households are projected to be served with this FEMA request. |

## V. BUDGET AND FINANCIAL/SERVICE INFORMATION

**Unit of Service/Request**

Complete the appropriate table for each category in which funding is requested.

| Shelter Category | | | | | |
|---|---|---|---|---|---|
| | **Column A** | **Column B** | **Column C** | **Column D** | **Column E** |
| Shelter Category | FEMA Funds Requested | Per Diem | FEMA-Funded Total Nights | FEMA-Funded Number of Rural Clients | FEMA-Funded Number of Clients Served |
| Mass Shelter - *Direct Cost* | $ | Not applicable | | | |
| Mass Shelter - *Per Diem* | $ 57,025 | $12.50 | 4562 | 0 | 165 |
| Other Shelter | $ | Not applicable | | | |

| GUIDANCE: **Shelter Category** | |
|---|---|
| Column A | State the amount of FEMA funds you are requesting. |
| Column B | In past years the local board has selected a $12.50/night per diem rate. ***This amount may change when the award is finalized.*** |
| Column C | Indicate the total number of nights for mass shelter (Columns A ÷B = C). |
| Column D | State the number of rural clients to be served with FEMA EFSP request. |
| Column E | Indicate the total number of clients to be served (include rural clients reported in Column D) with FEMA request. |

| Food (Served Meals/Mass Feeding) Category | | | | | |
|---|---|---|---|---|---|
| | **A** | **B** | **C** | **D** | **E** |
| Food Category | FEMA Funds Requested | Meal Per Diem | FEMA-Funded Total Meals | FEMA-Funded Number of Rural Clients | FEMA-Funded Number of Clients Served |
| Served Meals - *Direct Cost* | $ | | | | |
| Served Meals - *Per Diem* | $18,400 | $2.00 per meal | 9200 | 0 | 600 |

| GUIDANCE: **Food Category** | |
|---|---|
| Column A: | Indicate the amount of FEMA funds you are requesting. |
| Column B | In past years the local board has selected a $2.00/meal per diem rate. ***This amount may change when the award is finalized*** |
| Column C | State the total number of meals served with FEMA funds (Columns A ÷ B = C). |
| Column D | Indicate the number of rural clients to be served with FEMA request. |
| Column E | State the total number of clients to be served (include rural clients reported in Column D) with FEMA request. |

## Program/Service Revenue & Expenditures

Complete tables A and B for each category in which FEMA EFSP funds are requested. Please reproduce this page if you are requesting funding in more than one service category.

| A. Program/Service Revenue | |
|---|---|
| Provide budgeted revenues for this program year for each service for which FEMA EFSP Phase 37 funds are requested. At the bottom of the table, indicate the percent of the total program revenues that will be met with FEMA assistance. | |
| **Service Category: Food** | |
| **Funding Sources** | **Amount** |
| Federal Funds - FEMA | $7,500 |
| State Funds | $0 |
| City of Tucson Funds | $0 |
| Pima County Funds - pending | $5,000 |
| Arizona Health Care Cost Containment System | $0 |
| Pima Council on Aging | $0 |
| Title XX | $0 |
| United Way | $0 |
| Program Revenues/Client Fees | $0 |
| Foundation Grants | $3,000 |
| Fundraising/Donations | $18,956 |
| Other/In-Kind (Volunteer Kitchen manager) | $43,056 |
| FEMA EFSP Request | $18,400 |
| **Total Service Funding** | **$95,912** |
| What percentage of your Program budget is the FEMA funding request?<br>*Example: Motel Voucher Program:*<br>*$8,000 FEMA FUNDING REQUEST*<br>*$2,000 PRIVATE FUNDS*<br>*$10,000 = 80% of Program Budget* | **19%** |
| What percentage of your overall Agency Budget is the FEMA funding request?<br>*Example:*<br>*$250,000 AGENCY BUDGET*<br>*$8,000 FEMA FUNDING REQUEST*<br>*= 3% of Overall Agency Budget* | **2%** |

| B. Program/Service Expenditures | |
|---|---|
| Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase 37 funds are requested. TOTAL AGENCY BUDGETS ARE NOT ACCEPTABLE. | |
| **Service Category:** | |
| **Line Item Budget Categories** | **Total Service Budget** |
| Personnel/Employee Related Expenses | $56,929 |
| Professional/Outside Services – pest control | $360 |
| Facilities/Occupancy | $5730 |
| Operating Costs: maintenance & repairs, liability insurance, equipment, office supplies, capital equipment replacement fund | $8000 |
| Other (Specify): 2% Administrative | $1920 |
| Other (Specify): Food | $25,000 |
| Other (Specify): | |
| **Total Service Expenditures** | **$95,912** |

## Program/Service Revenue & Expenditures

Complete tables A and B for each category in which FEMA EFSP funds are requested. Please reproduce this page if you are requesting funding in more than one service category.

| A. Program/Service Revenue | |
|---|---|
| Provide budgeted revenues for this program year for each service for which FEMA EFSP Phase 37 funds are requested. At the bottom of the table, indicate the percent of the total program revenues that will be met with FEMA assistance. | |
| **Service Category: Shelter** | |
| **Funding Sources** | **Amount** |
| Federal Funds | $0 |
| State Funds | $0 |
| City of Tucson Funds | $0 |
| Pima County Funds | $2251 |
| Arizona Health Care Cost Containment System | $0 |
| Pima Council on Aging | $0 |
| Title XX | $0 |
| United Way | $0 |
| Program Revenues/Client Fees | $0 |
| Foundation Grants | $0 |
| Fundraising/Donations | $0 |
| Other/In-Kind – Volunteer hours | $85,394 |
| FEMA EFSP Request | $57,025 |
| **Total Service Funding** | **$144,670** |
| What percentage of your Program budget is the FEMA funding request?<br>*Example: Motel Voucher Program:*<br>*$8,000 FEMA FUNDING REQUEST*<br>*$2,000 PRIVATE FUNDS*<br>*$10,000 = 80% of Program Budget* | **39%** |
| What percentage of your overall Agency Budget is the FEMA funding request?<br>*Example:*<br>*$250,000 AGENCY BUDGET*<br>*$8,000 FEMA FUNDING REQUEST*<br>*= 3% of Overall Agency Budget* | **7%** |

| B. Program/Service Expenditures | |
|---|---|
| Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase 37 funds are requested. TOTAL AGENCY BUDGETS ARE NOT ACCEPTABLE. | |
| **Service Category:** | |
| **Line Item Budget Categories** | **Total Service Budget** |
| Personnel/Employee Related Expenses | $117,447 |
| Professional/Outside Services | $360 |
| Facilities/Occupancy | $10,027 |
| Operating Costs: Liability insurance, capital equipment replacement fund, maintenance/repairs, equipment, office supplies | $14,000 |
| Other (Specify):2% Administrative costs | $2837 |
| Other (Specify): | $0 |
| Other (Specify): Pest Control | $0 |
| **Total Service Expenditures** | **$144,670** |

# Attachment C LRO Certification

## Local Recipient Organization (LRO) Certification Form

As a recipient of Emergency Food and Shelter National Board Program funds made available for FEMA EFSP Phase 37 and as the duly authorized representative of Sister Jose Women's Center (Organization Name), I certify that my organization

1. Is not debarred or suspended from receiving Federal funds,
2. Will not and will ensure employees, volunteers and other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect,
3. Will not and will ensure employees, volunteers and other individuals associated with the program will not use EFSP funds to support access to classified national security information,
4. Has the capability to provide emergency food and/or shelter services
5. Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services,
6. Is a nonprofit corporation or an agency of government,
7. Will not use EFSP funds as a cost-match for other Federal funds or programs,
8. Has an accounting system, and will pay all vendors by an approved method of payment,
9. Conducts an independent annual review if receiving $25,000-$49,999/ an independent annual audit if receiving $50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving $500,000 or more in Federal funding,
10. Has not received an adverse or no opinion audit,
11. Understands that cash payments (including petty cash) are not eligible under EFSP,
12. Has provided a Federal Employer Identification Number (FEIN) to EFSP,
13. Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP,
14. Practices nondiscrimination and will not refuse service to an applicant based on race, color, national origin, religion, sex, age, or disability,
15. Will not engage in religious proselytizing or religious counseling in any program receiving Federal funds,
16. Will not charge a fee to clients for EFSP funded services,
17. Will comply with the EFSP Responsibilities & Requirements Manual, particularly the Eligible and Ineligible Costs section, and will inform appropriate staff or volunteers of EFSP requirements,
18. Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports),
19. Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
20. Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds to the National Board ($5.00 or more; checks made payable to United Way Worldwide/Emergency Food and Shelter National Board Program, 701 North Fairfax Street, Suite 310, Alexandria, VA 22314),
21. Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date,
22. Will comply with the Office of Management and Budget Circular A-133 if expending $500,000 or more in Federal funds,
23. Will comply with lobbying prohibition certification and disclosure of lobbying activities if receiving $100,000 or more in EFSP funds, as applicable, and
24. Has no known ESFP compliance exceptions in this or any other jurisdiction.

Signature: Jean Fedigan

| | | |
|---|---|---|
| Name: Jean Fedigan | | |
| Title: Executive Director | | Date: June 3, 2020 |
| LRO ID Number: | FEIN:46-1290517 | DUNS Number: 080510029 |
| Address: 1050 S. Park Ave. | | |
| City, State, Zip Code: Tucson, AZ 85719 | | |
| Phone Number: 520-954-3373 | Fax Number: NA | Email Address: execdirector@sisterjose.org |